

ASSESSMENT OF PROPOSED INFORMATION COLLECTION

TO: INFORMATION MANAGEMENT COORDINATOR
Diane Dandois, CFO

TITLE OF INFORMATION COLLECTION REQUIREMENT
NRC Form 64, Travel Voucher (Part 1); NRC Form 64A, Travel Voucher (Part 2); and NRC Form 64B, Optional Travel Voucher (Part 2)

THE FOLLOWING FACTORS WERE CONSIDERED IN EVALUATING THE PROPOSED INFORMATION COLLECTION REQUIREMENT. <i>(If the response is not so, check "NO" and explain</i>	YES	NO
1. The requirement is needed. (It is the best means to achieve a necessary regulatory objective.)	✓	
2. The requirement has practical utility, i.e., the NRC has the capability to use the information in a timely and useful fashion.	✓	
3. The schedule for imposing the requirement is reasonable.	✓	
4. The requirement selected is the least burdensome method of achieving a necessary regulator objective.	✓	
5. The requirement does not duplicate or overlap requirements imposed by the NRC.	✓	
6. The requirement does not duplicate or overlap requirements imposed by other Government agencies.	✓	
7. The method used to estimate the burden is adequate.	✓	
8. The burden estimates are reasonable when compared with similar requirements previously submitted.	✓	
9. The methods proposed for collecting or keeping the information are consistent with sound record management practices.	✓	
10. The records retention period is sufficiently definitive and reasonable.	N/A	
11. The requirement adequately identifies the records to be maintained and the information to be reported.	✓	
12. NRC administrative support requirements are sufficient to manage the information collection.	✓	
13. The information collection will not cause NRC to exceed its Information Collection Budget.	✓	

REMARKS

OCIO REVIEWER - (Assigned Analyst)
Tremaine U. Donnell
Records Management Branch/IRDMD/OCIO

SIGNATURE
Tremaine U. Donnell

DATE
12/ 19 /2001

OCIO APPROVAL - (Branch Level)
Brenda Jo. Shelton
NRC Clearance Officer/OCIO

SIGNATURE
Brenda Jo. Shelton

DATE
12/ 20 /2001